

CLIENT WORKSITE REPRESENTATIVE COURSE



ROLES, RESPONSIBILITIES & TRAINING (5 DAY)

Introduction

The Client Worksite Representative acts as the 'eyes and ears' of the client with regards to safety, planning, system and procedural assurance, day to day operations, contractual requirements, for what maybe both onshore preparation and offshore operations of a project. This course has been developed to enable delegates to understand their roles and responsibilities as outlined by industry guidance documents issued by International Association of Oil & Gas Producers (IOGP) and International Marine Contractors Association (IMCA) as well as any legislative requirements due to area of operation.

Course Objectives

To ensure the delegate is fully aware of the requirements & duties of the Client Worksite Representative, such as:

- Compliance with Health & Safety issues
- Compliance with Local & International guidelines and regulations
- The Principles of Risk Management Process
- The Principles of Management of Change procedures
- Incident Investigation and Reporting requirements
- Ensure work procedures are carried out correctly, accurately, efficiently and safely.
- Report on work progress, lessons learned and any useful recommendation for improvements
- Understand what is expected of the client (diving) representative.
- Diving System Assurance process and requirements
- Monitor competence issues within the team

This course offers a holistic overview of offshore legislation and the common issues affecting offshore construction, diving and maritime operations. These issues are further explored to deal with regional differences.

The training is structured and in accordance with IOGP Diving Recommended Codes of Practice - 'Diving Recommended Practice' and 'Diving worksite representative roles, responsibilities & training' and with reference to IMCA documentation.

Course Content

- ◆ Duties of the Client Worksite Representative
- ◆ Role and Responsibilities
- ◆ OGP Diving Recommended Practice
- ◆ IMCA Diving Guidance Notes
- ◆ Comparisons between IOGP & IMCA Guidance
- ◆ The Principles of Management of Change
- ◆ The Principles of Risk Management
- ◆ HSE Legislation / International Legislation
- ◆ Subsea Systems—Isolations and Barriers
- ◆ Leadership and Team Management
- ◆ Incident Investigation Process
- ◆ Permit to Work Systems
- ◆ Emergency Management

Entry requirements

Delegates should have experience (min. 2 years preferably 5 years in a supervisory / management position) in their relevant offshore discipline (marine, diving, ROV, survey/inspection, underwater engineering) and be familiar (preferred training) with dynamic positioning and position referencing systems.

Assessment

Delegates who have successfully completed and passed the 1-hour examination will be awarded with KBA Training Centre certificate of training.

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